

**KENTUCKY RETIREMENT SYSTEMS
CLASS SPECIFICATION**

CLASS TITLE: MAIL SERVICES TECHNICIAN I	
DATE CLASS ESTABLISHED: 12/01/2002	DATE OF LAST REVISION: 09/01/2007
SELECTION METHOD: 100% QUAL	SALARY: (MIN-MID) \$1,847 - \$2,309 GRADE: I

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High school graduate

EXPERIENCE: none

SUBSTITUTION FOR MINIMUM REQUIREMENTS

EDUCATION: none

EXPERIENCE: none

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)
none

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Performs routine duties required to process mail within KRS mail center and operates all postal equipment; assembles and moves office furniture; unloads/delivers freight/stock/furniture; and performs other duties as required.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE, THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. IT IS THE RESPONSIBILITY OF THE EMPLOYER TO VERIFY THE ATTAINMENT AND/OR MAINTENANCE OF THESE CREDENTIALS, TO REMOVE FROM THIS CLASS ANY EMPLOYEE WHO DOES NOT ATTAIN OR MAINTAIN THESE CREDENTIALS, AND TO ASSURE THAT ANY EMPLOYEE WHO PERFORMS THESE FUNCTIONS, WITHOUT REGARD TO THE CLASS THEY ARE IN, HAVE THE APPROPRIATE CREDENTIALS.

Must maintain a valid driver's license for the length of employment in this classification.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Performs routine duties necessary to process mail. Operates all postal equipment, i.e., insert and presort equipment, folders, bursters and trimmers, electronic scales, postage meters, accounting systems and shipping system. Sorts mail for delivery. Meets delivery schedule on assigned route. Picks up outgoing mail and processes. Accountable for proper use of accounts and classes of mail as well as handling sensitive client related mail (e.g. checks, I.D. cards, etc.) Assists postal customers on proper mailing and shipping procedures. Performs routine maintenance of postal equipment which may include cleaning, oiling and minor adjustments and reports needed service to supervisory staff. Sets up equipment for various jobs and completes necessary documents, i.e., job tickets, meter logs, postal forms, etc. Maintains organized work environment. Loads and unloads mail and may make deliveries to post office. Assembles, disassembles, relocates office furniture. Uses PC and various other pieces of office equipment.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Works in a mail center. Must have ability to lift up to 100 pounds (50 pounds daily), move/unload freight//stock/mail/furniture weighing up to 800 pounds, operates machinery which requires standing, walking and lifting above head. Daily travel and walking (indoor/outdoor) is typical to pick up and deliver mail.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.